

April 22, 2005

WEST VIRGINIA BULLETIN NO: WV360-5-23

SUBJECT: PER – Employee Development Plans

Purpose: To inform employees of the process and purpose of EDP's.

Expiration Date: September 30, 2005

According to [General Manual 360 part 410](#), Employee Development Plans (EDP's) are to be developed for new employees within 90 days after reporting for duty. Supervisors are to go over Position Descriptions within the first week of employment of new employees. At this time, the supervisor should also discuss the EDP with the employee for any possible feedback or input. Supervisor's are to review EDP's with the employee at least quarterly during the employee's first year.

Each year, supervisors are to review & update EDP's with the employee preferably at the same time they receive a Performance Appraisal, which must be sent annually to Charlotte Wertz, SAO by October 1st. The supervisor is to meet with the employee & discuss goals for individual development and plan accordingly to meet that goal.

The planning process for writing and reviewing an EDP should include both the supervisor and the employee's perspective and knowledge as to what training is needed for optimum job performance – this should be a team effort. EDP's can change from year to year, depending on the training and development goals for that individual, and the needs of the organization.

The purpose of an EDP is to increase employee proficiency and potential, and to plan employee growth according to their career goals as well as how this fits into the plans and programs of the organization. An EDP allows employees to assess their particular strengths and weaknesses, as well as show where they can best contribute and grow.

EDP's and performance appraisals are vital and essential for the following reasons:

- 1. Employees need information on where their skills fit into the organization and what the organization expects from them.**
- 2. Employees need a perspective on how their skills are viewed, their strengths and weaknesses, and where they fit into the organization.**
- 3. It's a good way for employees to inform their supervisor of their interests and goals, and for the supervisor to relay what they expect from the employee.**

Supervisors are responsible for the training of employees under their supervision. It is the supervisor's responsibility to counsel employee's about developing their potential for performing official duties, identifying proficiency levels needed by each employee to effectively perform in their current position, and to prepare employees for greater responsibility. It is the supervisor's job to ensure training is scheduled, given (unless prevented by budgetary or other restrictions), evaluated, and appropriately recorded. Supervisors will annually review and update the EDP with the employee.

If possible, training should first be attempted through employee self development, and on the job training. All "other" training needs are accomplished through workshops, conferences, on line training, classes, etc. The Training Committee meets each year to determine which employees are approved for "other" training based on the needs of the organization, the employee, and the budget allowance set aside for training each fiscal year.

If you have questions or need additional information, please contact Charlotte Wertz, SAO, at 304-284-7551.

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